



MUSCOGEE (CREEK) NATION

Personnel Services – P.O. Box 580 – Okmulgee, OK 74447 – (918) 732-7827

JOB OPPORTUNITY

JOB TITLE: ACADEMIC ADMINISTRATOR/REGISTRAR

SALARY RANGE: \$43,492.80 - \$56,804.80

LOCATION: COLLEGE OF THE MUSCOGEE (CREEK) NATION

JOB DUTIES: Under the supervision of the President, the Academic/Registrar is the officer of the Tribal College in charge of academic affairs and student registration and is responsible for administering board level policy for those respective functions. Shall administer Board of Regents policy. Shall initiate strategic planning activities relating to academic affairs and student registration. Shall organize, develop, and implement academic programs, student registration and enrollment management of the institution. Shall design the college organization structure for academic affairs and student registration. Shall design academic programs, curricula, course descriptions, syllabi and faculty evaluation procedures. Must prepare the annual academic affairs and student registration system budget within the parameters of a long-range financial plan and Tribal Policy and Procedures. Shall assist in preparing college for accreditation and membership in higher education organizations. Shall perform any and all other duties as assigned.

JOB QUALIFICATIONS: *Minimum Requirement:* An earned masters from an accredited institution with senior administrative experience in higher education. *Preferred Requirement:* Terminal degree in higher education administration or related fields, and a minimum of three years senior administrative experience. Excellent knowledge of tribal college contemporary issues. Exemplary oral communication, interpersonal and organizational skills. Experience in writing grant applications. Must possess a valid driver's license. Must submit to and pass all necessary background checks and drug testing.

***COMPLETED EMPLOYMENT APPLICATION, CURRICULUM VITA WITH COVER LETTER IS REQUIRED**

INDIAN PREFERENCE

CLOSING DATE: OPEN UNTIL FILLED

SEND APPLICATIONS TO: Muscogee (Creek) Nation Personnel Services
P.O. Box 580
Okmulgee, OK 74447
Fax: (918) 756-2284
monicam@muscogeenation-nsn.gov
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